



Republic of the Philippines
Department of Education
DIVISION OF MISAMIS ORIENTAL
Del Pilar-Velez St., Cagayan de Oro City
website: www.depedmisor.net



September 26, 2016

Division Memorandum
No. 435, s. 2016

Simultaneous Conduct of the Mid-Year PTA General Assembly

TO: Public Schools District Supervisors / District In-charge
Education Program Supervisors
Senior Education Program Specialists / Education Program Specialist -II
Elementary, Junior and Senior High School Heads
Parent-Teachers Association
This Division

1. This Office hereby directs the field to conduct a **Simultaneous Conduct of the Mid-Year PTA General Assembly** in your respective schools on October 14, 2016 at 2:00pm. The respective Public Schools District Supervisors and District In-charge shall monitor the said activity.

Agenda:

- a. State of the School Address (School Report Card)
 - b. Financial Report of PTA for School Year 2016-2017 / Mid-Year
 - c. Accomplishment Reports for School Year 2016-2017 / Mid-Year
 - d. Future Plans for the School
2. School Heads are required to submit to the Division Office a Narrative Report of the Program with pictorials on or before October 21, 2016.
3. Attached is the Program of the General Assembly.
4. For guidance and strict compliance.


CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent 

PROGRAMME
Simultaneous Conduct of the Mid-Year PTA General Assembly
October 14, 2016
2:00 P.M.

Time	Activity	Person In-charge
1:30pm – 2:00pm	Arrival and Registration	Secretariat
2:00pm – 3:30 pm	National Anthem	AVP
	Invocation	AVP
	Welcome Address	Faculty President
	Presentation of School Report Card	School Head
	Intermission Number	Select pupils/ students
	Presentation o Accomplishment Report for the School Year 2016-2017 / Mid-Year Report	PTA President
	Presentation of Liquidated Financial Reports	PTA Treasurer
	Closing Remarks	

Approved:


CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent